

**GUIDE FOR PROSPECTIVE RESIDENTS
(STUDENTS) of
KOMABA LODGE ANNEX, INTERNATIONAL LODGE
THE UNIVERSITY OF TOKYO**

This information covers what you should know and accept before you move into Komaba Lodge Annex. It is the responsibility of every prospective resident to read this Guide thoroughly and know the contents before moving into the Lodge.

MUST-DO'S

- 1. You must move into Komaba Lodge Annex within 7 days in principle from the starting date of your term of residency.**
 - Early arrival will not be accepted.
 - Your failure to fulfill this condition without advanced notice and justifiable reason could lead to cancellation of your residency.

- 2. You must inform the Lodge Office of your arrival date by E-mail as soon as it is fixed: komaba_lodge.adm@gs.mail.u-tokyo.ac.jp**
Please indicate your room number in the subject line of your E-mail as follows:

“K313S - My Date of Arrival.”

If possible, please indicate your approximate date and time of arrival at the Airport/Lodge as well.

- 3. You must complete the following three documents and submit them to the Lodge Office on or before the date of your arrival:**
 - 1) Registration to the University of Tokyo International Lodge**
 - A PHOTOGRAPH must be attached.
 - 2) Pledge**
 - 3) Dear New Residents**

The above 3 documents are downloadable at:

<https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index.html>

- 4. You are expected to prepare your own beddings (comforter, duvet, blanket, pillow, sheets, etc.). Only a bed and mattress will be provided inside your room. (For the details, please refer to page 3 of this Guide.)**

1. Contact Information

Please contact the Lodge Office if you have any questions regarding your life at the dorm.

KOMABA LODGE ANNEX OFFICE

Address:	4-6-29 Komaba, Meguro-ku, Tokyo 153-0041	
Tel:	03-3485-1980	
Facsimile:	03-3485-1997	
E-mail:	komaba_lodge.adm@gs.mail.u-tokyo.ac.jp	
Office Hours:	Monday to Friday	8:00~20:00
	Saturdays, Sundays and public holidays	8:00~18:00

Please move into Komaba Lodge Annex during the above office hours. If you are unable to arrive in time, please be sure to consult the Lodge Office via email whether it is possible to make the necessary adjustments for you.

2. Unaccompanied Goods

The Lodge Office will not accept any unaccompanied goods/parcels sent to the Lodge Office prior to one's actual move-in date. If you plan to send something separately, please be sure to make the necessary arrangements so that you can directly receive them yourself.

3. Tutor

If you have a tutor, please tell him/her to read this Guide or the Japanese version downloadable from:

<https://www.u-tokyo.ac.jp/adm/housing-office/ja/download/index.html>

To be a good tutor, he/she should be familiar with what is written in this Guide.

4. Documents Necessary Upon Arrival

You will be requested to present 1 and 2 below to the Lodge Office upon arrival in addition to the three documents listed on the previous page:

1) Notification of Admission to the University of Tokyo International Lodge

NOTE: Please download your "Notification of Admission" from the URL shown in the OSTA E-mail sent to you (the "OSTA Application Result with Offer" E-mail/ see 25.Appendix (4)) and submit it to the Lodge Office on your move-in date.

2) Passport and Resident card

* Please present your Student Identification Card, if already issued.

These documents will be photocopied and returned to you on the spot.

5. Initial Briefing

Soon after your arrival, one of the office staff or one of the existing residents will guide you around the Lodge and escort you to your room. This should take about 20 minutes, during which he/she will explain the important matters concerning your life at the Lodge. If you have any questions, please feel free to ask the staff at the Lodge Office.

6. Key

You will receive your room key and an IC card from the Lodge Office. The IC card is for the postern gate, which is locked after office hours, and for the east and west gates of the Komaba 2 Campus. Please be careful not to lose or damage your key and IC card. In the event of any loss or damage, you will be asked to bear the replacement cost.

7. Beddings

You are expected to prepare your own beddings (comforter, duvet, blanket, pillow, sheets, etc.). Only a bed and mattress will be provided inside your room. Every resident will need to place their order for the designated bed pad even though they are to prepare their own beddings.

For the details, please refer to the URL below.

⇒ https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html

You are required to submit the Beddings Purchase Order to the Lodge Office at least 10 days prior to your actual date of move-in.

All residents will need to submit the Purchase Order Form either for the beddings with the bed pad or for the bed pad only with no beddings according to their own preference.

※We do not provide any rental services for the beddings at the Lodge.

8. Confirmation of Your Room Condition (on arrival)

The Lodge Office will hand you a form titled “List of Items to Check on Arrival,” which is very important because it verifies the condition of your room when you moved in. Please complete the form and submit it to the Lodge Office within 7 days from the date of your arrival.

If you should fail to submit this form, you may have to take the responsibility for any damage caused by the previous resident.

9. Parking Space

If you plan to park a vehicle to carry in/carry out your belongings, please notify the Lodge Office in advance. (There is no parking space that residents can use on a regular basis.)

10. Internet

You can use the Wi-Fi Connection Service and the UTokyo Wi-Fi in your room.

11. Smoking

There is no smoking area within the premises. Smoking is strictly prohibited in all areas including each residential units and room balconies.

12. Mail

Postal items without the room number may not be delivered. Please inform your family members and friends to follow the instructions below when sending things via postal service:

- 1) Clearly indicate name of Lodge, room number, and
- 2) Write your name clearly in alphabet letters.

13. Major Rules

13-1. Prohibited Actions

Please refrain from the following prohibited actions:

- 1) Any act of harassment, intimidation, or infringement of the human rights of others including all persons working for the management and operation at the Lodge, in breach of the provisions with regards to respecting the basic human rights of each university member specified in the [“The University of Tokyo Charter”](#) and [“The University of Tokyo Statement on Diversity & Inclusion”](#);
- 2) Keeping pets;
- 3) Wearing shoes inside the room;
- 4) Making holes in walls and furniture and affixing adhesive materials (e.g. nails, hooks and stickers) except on the wooden bar on the wall;
- 5) Leaving personal belongings in public spaces;
- 6) Renting your room to a non-resident;
- 7) Using any item that could cause a fire (other than those equipped in your room and common areas);
- 8) Smoking within the premises including each residential units and room balconies;
- 9) Talking in a loud voice or playing music at full volume in a room or in public spaces;
- 10) Parking cars without permission within the premises of the Lodge; and,
- 11) Accommodating someone to stay in your room (e.g. your friends, family members and other residents) overnight.

13-2. Cohabitation for the Couple/Family Rooms

Principally, residents will need to apply for the couple/family use of the rooms at the time of application for their stay together. Couples/families are expected to live together at the Lodge throughout their whole permitted term of residence in general.

Please be sure to notify the Lodge Office if any of your family member is to move-in on a later day than you. You will need to have your family member drop in by the Lodge Office at the time of their late move-in to pick up their room key and submit the designated forms for registration.

If a resident is found to be occupying a couple/family room alone for a long time contrary to the information provided at the time of application, the said person may be requested to move out from the Lodge immediately. Please be sure to notify the Lodge Office for any changes of the number of persons residing at your room.

13-3. Expulsion from the Lodge

All residents will need to comply with the rules and regulations stated herein this “Guide for Prospective Residents.”

Any act of infringement of the rules and regulations by the resident or if any serious damage to the management/operation of the Lodge is to be recognized, the resident thereof may be evicted from the Lodge.

13-4. Staying Overnight Away from the Lodge

To prepare for an emergency, the Lodge Office should always be able to contact every resident. If you plan to stay overnight away from the Lodge, please fill out the “Notice of Travel / Absence from Lodge” and submit it to the Lodge Office in advance. The form is available at the Lodge Office or downloadable at:

■ Notice of Travel / Absence from Lodge:

<https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index.html>

13-5. Building Entry Policy

Visitors are only allowed to stay at the dorm until 22:00.

When inviting visitors at the dorm, please be sure to have them provide each of their names at the accommodation office before guiding them into your own room, etc. Also, make sure that they leave the dorm building by the final visit hour 22:00. You are not allowed to let them stay overnight at the dorm under any reason as thus stated in 13-1 above.

14. Expenses

Residents are required to pay the following monthly expenses:

- 1) Rent
- 2) Utility Fees (Electricity, Gas, Water and Internet Access fees)
- 3) Common Service Fees

Common service fees are used for common interests of all residents.

Expense Item		Monthly Amount	Daily Rate
Rent	Single rooms	63,200 yen	2,100 yen
	Couple rooms	82,400 yen	2,740 yen
	Family rooms	125,400 yen	4,180 yen
Common Service Fees	Single rooms	2,000 yen	N/A
	Couple rooms	3,200 yen	N/A
	Family rooms	3,700 yen	N/A
Utilities	Single rooms	Until 2024/3/31 10,800 yen	Until 2024/3/31 360 yen
		<u>After 2024/4/1</u> 14,300 yen	<u>After 2024/4/1</u> 480 yen
	Couple rooms	Until 2024/3/31 20,700 yen	Until 2024/3/31 690 yen
		<u>After 2024/4/1</u> 27,300 yen	<u>After 2024/4/1</u> 910 yen
	Family rooms	Until 2024/3/31 Single: 18,100 yen Couple/Family: 21,800 yen	Until 2024/3/31 Single: 650 yen Couple/Family: 730 yen
		<u>After 2024/4/1</u> Flat Rate: 28,700 yen	<u>After 2024/4/1</u> Flat Rate: 960 yen

All bills are issued around the 10th day of every month. Please pay the amount billed by the end of the same month via bank transfer – cashier at a bank, automatic teller machine (ATM) or online banking system. The University of Tokyo does not accept any other payment method including credit cards.

Note:

- 1) Please be sure to prepare enough cash for the payment of your initial bill.
- 2) Expenses are subject to change.
Changes will be informed both on the UTokyo Housing Office HP and by a notice to be sent to the residents prior to the actual price change.
- 3) The room rent and utility fees will be prorated based on each of the daily fees described above for those who are to move in/out of the Lodge on a day part of the way through the month. (Residents will NOT be charged more than the fixed monthly amounts for rent and the Internet.) Common service fees will be billed on a monthly basis both for the move-in and move-out months regardless of the number of one's stay at the Lodge.

- 4) All bills will be charged from the very first day of one's term of residency, and not from one's actual move-in date.
- 5) In addition to the expenses above, the initial bill will include the following entrance fees which is to be spent for the cleaning and maintenance work of your assigned room.

○ Entrance Fees at the Komaba Lodge Annex

Room Type	Entrance Fee
Single	23,000 Yen
Couple	31,300 Yen
Family	48,200 Yen

※ The entrance fee is a nonrefundable one-off expense included in the initial bill.

◇ If your room is extremely dirty or some of its facilities are damaged or lost, you will be CHARGED AN EXTRA FEE TO RESTORE IT TO ITS ORIGINAL STATE.

See Section 22 "Points to Note when Moving Out" for the details.

- 6) You may be CHARGED IN EXTRA if your consumption of power and/or water is substantially larger than average.
- 7) All expenses are not refundable, under any circumstances, after payment.
- 8) Any failure to fulfil the payment of the accommodation fees, etc. by the given due date regardless of the repeated request made by the Komaba Annex Office for a period of more than 3 months may lead to the cancellation of one's permission to reside at the Lodge as stated in Article 6 (2) of ["The University of Tokyo Regulations on the Use of the International Lodge / Komaba Lodge Annex."](#)

15. Cleaning

Each resident is responsible for cleaning one's own room including the bathroom (single room) or the shower room and toilet (couple room). You can rent the vacuum cleaners at the Lodge Office for free.

16. Changing Rooms

In principle, you may not change rooms after you have moved into the Lodge.

17. Facility and Equipment

Komaba Lodge Annex has the following equipment and facilities.

< Single Room >

Single Bed (with Mattress), Wardrobe, Bookshelf;
 Desk, Desk Chair, Desk Lamp; Small Kitchen, Refrigerator, IH Cooking Heater;
 Bathroom (with Toilet and Washbasin); Balcony;

Air Conditioner, Intercom, Ventilator, Ceiling Lights, and Curtains

< Couple Room >

Double Bed (with Mattress), Wardrobe, Bookshelf,
Rack (can be used as a shoe rack, if you wish), Desk, Desk Chair, Desk Lamp,
Small Kitchen, Refrigerator, IH Cooking Heater, Microwave Oven, Rice Cooker, Kitchenware,
Tableware, Shower Room, Toilet, Washing Machine,
Air Conditioner, Intercom, Ventilator, Ceiling Lights, Curtains, and Balcony

< Common Facilities >

Multipurpose Hall:

Tables & Chairs, Television Set, Digital Piano, Wireless LAN, Audio Equipment, Ping-pong Table, Built-in Kitchen, Refrigerator, Toilet

Entrance Hall:

Tables and Chairs, Television Set, Wireless LAN

Other Common Facilities:

Laundry Rooms, Bicycle Parking Area, Mailbox, Garbage Storage, Microwave Ovens

Items lent by the Lodge Office:

Irons and Ironing Boards, Vacuum Cleaners, Bicycle Pumps, Scales

- Rental items must be returned each time you finish using them.
- The University of Tokyo (including the Lodge Office) is not liable to any injury or damage caused to your belongings, either directly or indirectly, by an item that you have borrowed from the Lodge Office.

18. Residence Card and Registration of a New Address

(1) If You are to Move into the Lodge from Abroad

All foreign nationals with period of stay of over 3 months will be issued a Residence Card at the time of arrival at the Narita International Airport or Haneda Airport. (Residence Cards are issued at the Chubu and Kansai Airports, as well.)

If you plan to hold a part time job here in Japan during your stay, you must obtain the "Permission to Engage in Activity other than that Permitted under the Status of Residence previously Granted" either at one of the above airports or at the Immigration Bureau.

If you are to arrive at an airport other than those listed above, you will receive a landing permission by which you can receive a residence card after you notify the Meguro Municipal Office of your new address at Komaba Lodge Annex.

(2) If You are Already Living in Japan

If you are a resident in Japan and live in another municipality other than Meguro-ku, you will first have to notify your municipal office that you are moving out from the district 14 days prior to your actual date of moving. The municipal office will then issue you a move-out certificate which you will need to submit to the Meguro Municipal Office at the time you are to register your new address at the Komaba Lodge Annex. You will have to register your new address within 14 days of moving.

If you are to change address within the same municipality, you will have to file a change-of-address notice at the Meguro Municipal Office's residence registration counter within 14 days of moving.

19. Insurance for Personal Possessions

The University of Tokyo provides no insurance policy that covers personal possessions of residents. If necessary, please make your own arrangements.

20. Preliminary Visit to the Lodge

If you already have your permit to live at the Lodge and are either living in Japan or are to arrive in Japan well before your move-in date, you can pre-visit the Lodge by making the necessary appointments with the Lodge Office in advance. Alternatively, you can ask a close family member of yours (who stays in Japan), your host professor or someone working for or studying under your host professor to make a preliminary visit on your behalf (no other person is accepted). Please inform the Lodge Office of the following information by E-mail (please refer to page 2 of this Guide) at least three days prior to the planned visit.

- 1) Room Number
- 2) Your Name (or the name of your representative)
- 3) Permit Number shown on your "Notification of Admission"
- 4) "Several" Timeslots (the time convenient for you or your representative)

Please note that there may be no office staff available to guide you around at the time of your preliminary visit due to their workload. In such cases, you will be asked to walk around the common spaces of the Lodge on your own and will not be able to see your actual room.

21. Departure

You are free to leave the Lodge before the expiration date of your term of residence as long as you fill out the "Notification of Departure of the University of Tokyo International Lodge" and submit it to the Lodge Office no later than 14 days prior to your actual date of departure. Otherwise, you will be billed of all fees up till the 14th day from the date of submission (no matter if you are to move out of the Lodge at an earlier date than that).

Residents who are to leave the lodge with the completion of their permitted term of residence are also required to submit the "Notification of Departure" to the Lodge 14 days in advance.

Please be noted that any failure in doing so will lead to additional billing up to the 14th day counted from the date of submission.

▪ **22. Points to Note when Moving Out**

- 1) If there is any damage, breakage or leftover items that require restoration to the original condition, we will charge you for the cleaning, repair, disposal and other costs involved.
- 2) If any of the items are found to be missing, we will have you return them right away.
- 3) If there are any leftover items in the room after you move out, we will consider that you have abandoned the ownership and will charge you for the disposal cost thereof.

▪ **23. Amendments**

The terms and conditions written herein are subject to future amendments.
All amendments made will be notified to the residents on the UTokyo Housing Office website.

■ UTokyo Housing Office Website:

<https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index.html>

▪ **24. Access to the Lodge**

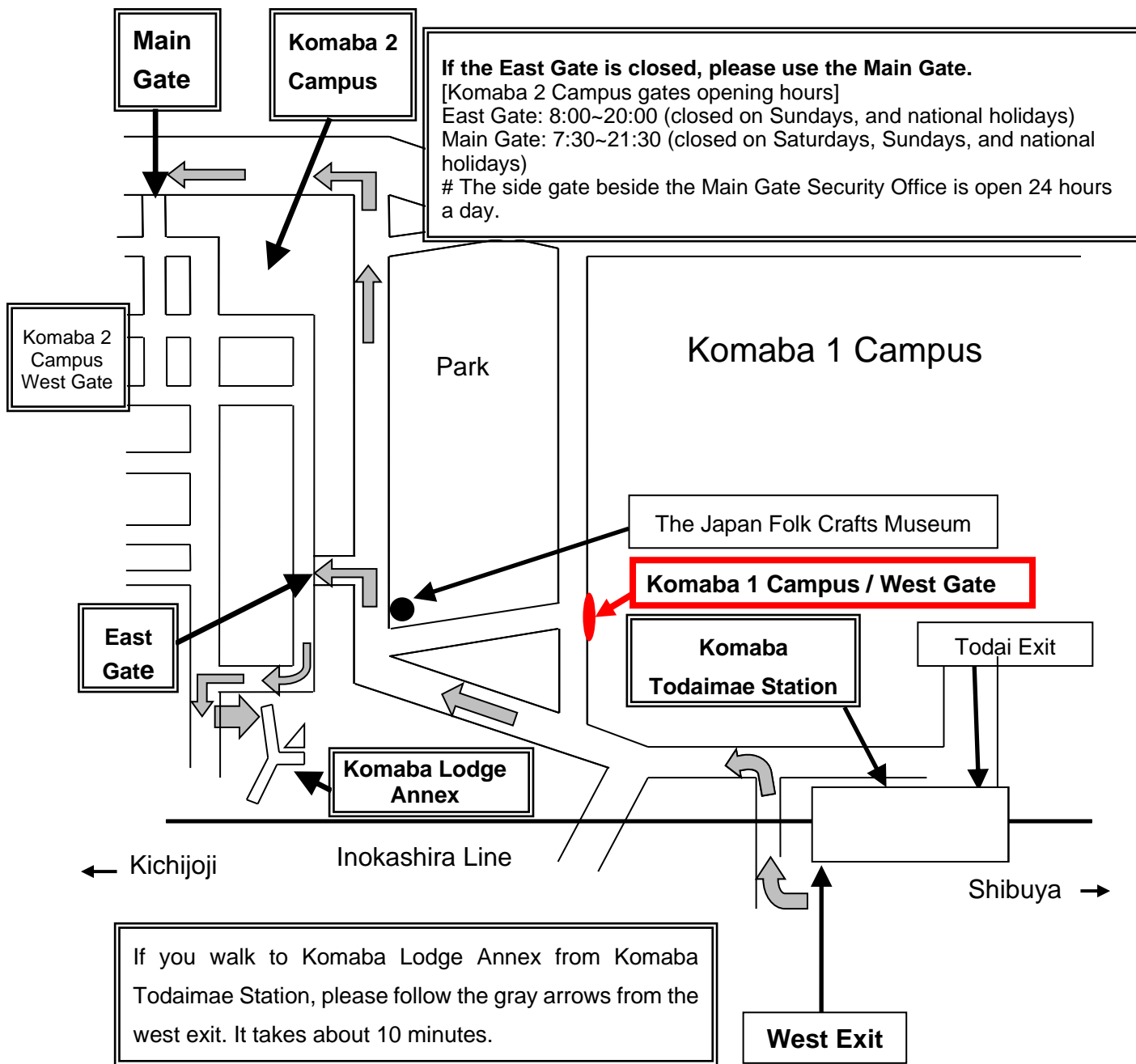
The nearest station to the Komaba Lodge is the “Komaba-Todaimae” station of the Keio-Inokashira line. Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

Japan Transit Planner <https://world.jorudan.co.jp/mln/en/> (Multi-Language)

YAHOO! JAPAN 路線情報 <https://transit.yahoo.co.jp/> (Japanese only)

Information on the above sites is subject to change.

- 25. Simplified Map to Komaba Lodge Annex



If you take a taxi:

- 1) Please get out at the East Gate, the closest gate to Komaba Lodge Annex, and walk.
Note: "Nihon Mingei Kan" (the Japan Folk Crafts Museum) may be better known to taxi drivers than the east gate of the University of Tokyo.
- 2) Please enter Komaba 2 Campus through the Main Gate, inform the guard that you are moving into Komaba Lodge Annex and drive to the lodge.

26. Appendix: Examples of Completed Forms

(1) Registration to the University of Tokyo International Lodge

様式3 (Form 3)

東京大学インターナショナル・ロッジ入居届
REGISTRATION TO THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

東京大学総長 殿
To : President
The University of Tokyo

氏名: Komabella Megrocias
Name (Print): _____
First Last

東京大学インターナショナル・ロッジ規則等を了承のうえ、下記のとおり入居しますのでお届けします。
This is to notify that I, having read and understood the Rules and Regulations of The University of Tokyo International Lodge, have taken up residence.


1. 入居日 (Date of arrival) 2012 年(year) 4 月(month) 2 日(day)

2. 居室番号 (Apartment) 棟 (Bldg.) _____ 階 (Floor) 7 居室 (Room No.) K711

3. 同居家族 (Accompanying family)

氏名 Name	生年月日 Date of birth	性別 Sex	続柄 Relationship
		M / F	
		M / F	
		M / F	
		M / F	

4. 写真 (Photograph)



配偶者
正面

Spouse
Full Face

他家族
正面

Family
Full Face

他家族
正面

Family
Full Face

備考 申請者又はその同居家族が外国人登録による登録をすませているときは、この届にその登録証明書の写しを添付してください。
Note: Should the prospective resident or members of his/her family have already registered at the Alien Registration Office, copies of the alien registration certificates must accompany this form.

日付: 25 Mar 2012 署名: Komabella Megrocias
Date: _____ Signature: _____

(2) Pledge

様式 4 (Form 4)

誓約書
PLEDGE

東京大学総長 殿
TO : President
The University of Tokyo

国(Nationality) : Spanish
氏名 (Name) : Komabella Megrocias

私は、東京大学インターナショナル・ロッジに入居のうえは、インターナショナル・ロッジの諸規則及び下記の規定（以下「規則等」という。）を遵守することを誓います。

万一規則等に違反した場合には、退去を命ぜられても一切不服は申しません。

Having obtained permission to reside at the University of Tokyo International Lodge, I agree to abide by the Rules and Regulations of the Lodge and those listed below.

I also understand that should I violate these rules and regulations, I may be asked to leave the Lodge.

入居期間 (Term of Residence)

自 (From): 2012 年 (Year) 4 月 (Month) 1 日 (Day)

至 (To) : 2013 年 (Year) 3 月 (Month) 24 日 (Day)

私は上記入居期間を了承いたします。

I accept the term of residence written above.

規定 (Rules) :

1. 所定の退去日までに、ロッジを退去します。
(I will leave the lodge by the prescribed date of departure.)
2. 退去時には部屋を清掃し、入居時と同等の状態を回復します。
(On my departure, I will clean and restore the room to its initial state.)
3. 月々の学校財産貸付料等及び光熱水料等を、所定の期日までに納付します。
(I will pay the monthly rent and utility charges by a prescribed date.)
4. 居室内ではパーティーを行わず、騒音を出しません。
(I will not host any parties in my room and will not make any loud noise.)
5. 居室にロッジ入居者以外の者は宿泊させません。
(I will not let visitors stay in my room.)
6. ゴミは所定の規則に従って、分別・廃棄します。
(I will separate and dispose of garbage in accordance with the rules and regulations.)
7. 故意または過失により備品を毀損した場合は、これを原状回復し損害を賠償します。
(I will pay the restoration cost for any destruction or damage of fixtures which is attributable to me, whether by accident or design.)

日付
Date : 25 Mar 2012

署名
Signature : Komabella Megrocias

(4) Notification of Admission to the University of Tokyo International Lodge

様式2 (Form 2)

東京大学 インターナショナル・ロッジ入居許可通知書
NOTIFICATION OF ADMISSION TO
THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

許可番号
Permit No.

日付 年 月 日
Date: Year Month Day

To: 殿
東京大学理事 (国際担当)
印
From : Executive Vice President
The University of Tokyo

年 月 日付の東京大学インターナショナル・ロッジへの入居申請が許可されましたので、お知らせいたします。
I am pleased to inform you that your application dated has been accepted on the following terms and conditions.

1. 入居許可期間 自 年 月 日 至 年 月 日
Term of residence: From To

2. ロッジ・居室番号 ロッジ 号室
Assigned lodge / room: Lodge No.

3. 使用料 (Rent) : 1ヶ月 円 (Yen / month)

(ただし、年 月分の使用料は上記東京大学インターナショナル・ロッジの使用要領により、円とします。
また、退去する月の使用料等も同使用要領によります。)
(Note : The rent for shall amount to yen pursuant to the University of Tokyo Guidelines on the Use of the International Lodge indicated above. The rent charged for the move-out month shall also be determined by the same Guidelines.)

4. 電気、ガス、水道、インターネット、その他サービスの利用料は、実費ないし定額で請求されます。
The use of electric power, gas, water, the Internet and other services is charged either at cost or at a flat rate.

備考 1 入居の際には、この許可書に添付の入居届 (様式3) および誓約書 (様式4) を提出してください。
2 指定されたロッジ居室への入居は、入居許可期間の初日から7日以内に必ず行ってください。
(理由なくこの期間内に入居しないときは、入居の許可を取り消します。)
3 インターナショナル・ロッジの規則に従ってください。違反した場合は退去しなければなりません。

Note : 1 Upon your arrival at the International Lodge, please submit the following two forms together with this "Notification of Admission": Registration (Form 3) and Pledge (Form 4).
2 Please move into the International Lodge within seven days from the starting date of your term of residence. (Your failure to fulfill this condition without a good reason shall lead to the cancellation of your residence.)
3 Please abide by the Rules and Regulations of the International Lodge; otherwise, you will be required to vacate your accommodation.